

Regular Council Meeting—April 8, 2014

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on April 8, 2014 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Pastor David Sage, Grace Community Church, asked that everyone take a moment and remember former Mayor Burgess and his faithful service to the Town before he gave the invocation.

Council members
present:

Mayor Michael Mattox
Mrs. Beverley Dalton
Mr. Charles Edwards
Mr. Tracy Emerson
Mr. Bill Ferguson
Mr. Timothy George
Mr. Jay Higginbotham

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Chief Kenneth Walsh, Police Department
Mr. David Garrett, Public Works/Utilities Director
Mr. Steve Bond, Wastewater Treatment Director
Mrs. Megan Lucas, Economic Dev. Director
Mr. John Eller, Town Attorney
Mrs. Mary Hall, Administration

3. Mayor Mattox asked that the agenda be amended to include a Board of Zoning Appeals appointment in the closed session.

A motion was made by Mr. George, seconded by Mr. Ferguson, to approve the amended agenda.

Motion carried:

| | | |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox | Yes |
| | Mrs. Beverley Dalton | Yes |
| | Mr. Charles Edwards | Yes |
| | Mr. Tracy Emerson | Yes |
| | Mr. Bill Ferguson | Yes |
| | Mr. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |

4. Public Comment

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda.

No one came forward.

5. Special Items or Recognitions

6. Consent Agenda

- a) Approval of Minutes-Regular Meeting March 11, 2014, Continued Council Meeting March 20, 2014 & Work Session March 24, 2014
- b) Receive monthly review of Invoices
- c) Receive monthly review of Revenue & Expenditures
- d) Receive monthly review of Reserve Balance/Investment Report
- e) Budget Amendment—Train Station HVAC
- f) Departmental Monthly Reports

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- Administration
- Business License
- Community Development
- Economic Development
- Police Department
- Public Works Department
- Transit System
- Wastewater Department
- Water Department

A motion was made by Mr. Ferguson, seconded by Mr. George, to approve the items as listed on the consent agenda.

Motion carried:

| | | |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox | Yes |
| | Mrs. Beverley Dalton | Yes |
| | Mr. Charles Edwards | Yes |
| | Mr. Tracy Emerson | Yes |
| | Mr. Bill Ferguson | Yes |
| | Mr. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |

7. Public Hearings

8. Standing Committee/Commission/Board Reports

a) Council Committees

i. Finance/Human Resources Committee

FY2015 Budget- Agency Requests

Mrs. Dalton advised following the March 24th Town Council Budget Work Session, the agency funding requests were forwarded to the Finance Committee for consideration. Based on discussion, the Committee recommends that the requests remain in the budget at this time and additional discussion be held, if necessary, as the process moves forward. She noted the items are in the budget, so no action is necessary based on the Committee's discussion.

AOT Reorganization/Town Economic Development Office

Mrs. Dalton reported previously staff inquired of the Town Council as to their willingness to consider a request for the AOT staff member to become a part-time Town employee in the Economic Development Office. Council was favorable to looking at the feasibility of this proposal. The Altavista on Track Board has voted to proceed with implementation of this reorganization assuming that it can be endorsed by the Virginia Main Street program's overseeing agency, the Department of Housing and Community Development (DHCD). A proposal is being reviewed by DHCD. Currently the Town budgets \$35,000 annually as a contribution to Altavista on Track (AOT) to assist with their operations, which includes the position. The proposal would utilize the existing funding of \$35,000, with \$30,000 for the part-time position and a few operational items and would provide a \$5,000 contribution to the AOT Board for items that would remain under their authority. Based on this proposal, staff recommended to the Committee that they give their approval of this reorganization, pending the approval of DHCD. Accordingly, the Committee recommends that Town Council approve the reorganization as outlined, if DHCD approves such action. If approved, staff will submit a job title, pay classification and job description for future approval.

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Mrs. Dalton motioned that the AOT position be brought into the Town's Economic Development Office with \$30,000 of the annual contribution to AOT allocated to the departmental budget.

Motion carried:

| | | |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox | Yes |
| | Mrs. Beverley Dalton | Yes |
| | Mr. Charles Edwards | Yes |
| | Mr. Tracy Emerson | Yes |
| | Mr. Bill Ferguson | Yes |
| | Mr. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |

Budget Amendments

Mrs. Dalton advised staff submitted the three budget amendments for the Finance/HR Committee to consider. The first budget amendment provides for the transfer of funds from the "Salaries and Wages/Regular" line item to the "Salaries and Wages- Overtime" line item in the amount of \$3,500. She noted with increased operational time to keep up with water demand, this increase is necessary. The current budget for this line item is \$25,000 with expenditures as of last payroll at \$26,300. The Committee recommends approval as presented.

Mrs. Dalton motioned that the budget amendment in the amount of \$3,500 for "Salaries & Wages/Overtime" be approved as presented.

Motion carried:

| | | |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox | Yes |
| | Mrs. Beverley Dalton | Yes |
| | Mr. Charles Edwards | Yes |
| | Mr. Tracy Emerson | Yes |
| | Mr. Bill Ferguson | Yes |
| | Mr. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |

Mrs. Dalton stated this budget amendment provides for the transfer of funds from the Police Department's State Forfeiture Account to the General Fund's "Materials & Supplies/Drug Investigating" in the Police Department's budget in the amount of \$3,000. The current budget for this line item is \$10,000 and all money in that line item has been requested by the Police Department. The Committee recommends approval of the budget amendment, once the Police Committee has reviewed and endorsed

Mr. Edwards advised the Police Committee has reviewed this request and endorses.

Mrs. Dalton motioned the budget amendment in the amount of \$3,000 for "Materials/Supplies/Drug Investigations" be approved as presented.

Motion carried:

| | | |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox | Yes |
| | Mrs. Beverley Dalton | Yes |
| | Mr. Charles Edwards | Yes |
| | Mr. Tracy Emerson | Yes |
| | Mr. Bill Ferguson | Yes |
| | Mr. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |

Mrs. Dalton advised the third budget amendment was addressed in the Consent Agenda portion of the budget as the Town Council had

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previously voted to approve the funds for the replacement of the HVAC unit at the Train Station.

Other Items/Updates

Employee Compensation Study: Staff is working on gathering information for the Committee regarding staff compensation as compared to other localities.

Cemetery Perpetual Fund: Staff is reviewing how the funding earmarked for perpetual maintenance of the Greenhill Cemetery can be protected and invested.

Next Finance/HR Committee Meeting: Thursday, April 24th at 8:15 AM in the large conference room of Town Hall

ii. Police/Legislative Committee

Accreditation Process

Mr. Edwards advised the Committee met approximately six months ago and discussed the possibility of continuing the accreditation program. The process had stopped at some point when the previous Chief was with the Town of Altavista. He stated the question is whether to proceed or not with the accreditation program. Mr. Edwards advised the Police Committee met recently and after some discussion has decided to not continue with the accreditation program.

A motion was made by Mr. Edwards, seconded by Mr. Emerson, to discontinue the accreditation program.

Mayor Mattox asked Mr. Edwards if the additional information requested in the Committee meeting was received.

Mr. Edwards answered affirmatively.

Mayor Mattox asked if the Committee agreed unanimously.

Mr. Edwards stated it was unanimous.

Mayor Mattox stated it was his understanding the Committee will make sure the policies and procedures are validated in some way but not necessarily through accreditation.

Mr. Edwards stated that was the intent and was up to the Chief of Police. The Committee would observe the process as it occurs. He noted a retired officer from Norfolk was recently in Town to serve on a committee. He reviewed the Police Department’s policies and was extremely complimentary. Mr. Edwards felt the policies were sufficient for what needs to be done.

Motion carried:

| | | |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox | Yes |
| | Mrs. Beverley Dalton | Yes |
| | Mr. Charles Edwards | Yes |
| | Mr. Tracy Emerson | Yes |
| | Mr. Bill Ferguson | Yes |
| | Mr. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |

iii. Public Works/Utility Committee

Recycling Curbside Pilot Plan Consideration

Mr. Ferguson advised several months ago, staff began looking at alternative sites for the "drop-off" recycling bins that are currently located at the Altavista Commons Shopping Center. Over the past few years the cost of the "drop off" recycling program has been an average of \$7,500, with \$1,600 of that being funded through a state "Litter Control Grant". During a discussion with Mr. Ben Updike of BSW, Inc, who provides the bins for the recycling efforts, he offered to present a proposal regarding a "pilot program" for curbside recycling. The proposal, Recycle Easy (BSW, Inc.) would provide 96 gallon wheeled carts that would be utilized for comingled recyclables and picked up every other week. It is indicated that for this to become a viable business endeavor for BSW, Inc. a critical mass of 65 customers will be needed. The proposal seeks to begin the program utilizing the existing funds that are now being used for the "drop off" program to create interest by citizens that would like to participate. The proposal is designed to have citizens pay for the service, unless the Town is interested in offsetting some of the costs to reduce the costs for citizen participation. BSW, Inc. recognizes that individuals that do not live in town but are in close proximity may also be interested in participating in the service. These individuals would count toward the critical mass but the Town would not subsidize their participation. It is anticipated that it would take approximately two (2) months to implement the program. The Committee discussed the on-going issues with the current "drop off" site and that this would be the next evolution of recycling in the community and accordingly recommends that the "pilot program" as presented by BSW, Inc. be approved.

A motion was made by Mr. Ferguson, seconded by Mrs. Dalton, that the "pilot program" for curbside recycling presented by BSW, Inc. be approved for implementation.

Mr. Ferguson noted the containers located at Wal-Mart fill up quickly and less than half of those using the bins are Altavista residents.

Motion carried:

| | | |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox | Yes |
| | Mrs. Beverley Dalton | Yes |
| | Mr. Charles Edwards | Yes |
| | Mr. Tracy Emerson | Yes |
| | Mr. Bill Ferguson | Yes |
| | Mr. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |

WWTP Emergency Overflow Pond

Mr. Ferguson advised the Committee discussed the on-going studies at the Town's Wastewater Treatment Plant's Overflow Pond associated with potential remediation options for the PCB contamination. Staff is continuing to proceed with construction of the "dike" that will be referred to as Plot 7 on the northern side of the pond and consist of plantings of "tree cuttings" to further explore the feasibility of phytoremediation at the site. The Committee has recommended that a "baseline" of the soil be established prior to construction, then soil samples be taken immediately after the Plot is constructed and on an annual basis after that. In addition, the Committee feels that Dr. Licht should be compensated for the visit in March, as well as the "cuttings" that he left for the Town.

A motion was made by Mr. Ferguson, seconded by Mrs. Dalton, to

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compensate Dr. Licht for his visit in March as well as the “cuttings” he left for the Town, at an amount not to exceed \$4,000.

Motion carried:

| | | |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox | Yes |
| | Mrs. Beverley Dalton | Yes |
| | Mr. Charles Edwards | Yes |
| | Mr. Tracy Emerson | Yes |
| | Mr. Bill Ferguson | Yes |
| | Mr. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |

Mr. Higginbotham questioned the baseline being established for the construction.

Mr. Coggsdale responded the Committee asked to know what the levels are before the dike is built, afterwards when the water is pumped out and sometime in the future; three different testing periods.

Mr. Edwards stated his impression is to take the first sample to verify the area is in need of treatment and to what degree.

b) Others

i. Planning Commission—Annual Report (PC Chair Barbee)

Mr. Jerry Barbee, Planning Commission Chairman, gave their annual report. He noted Mr. John Jordan was the newest member on the board. He reported the Planning Commission is in the process of working on the Architectural Guidelines for the Downtown Revitalization Overlay District.

ii. Recreation Committee Report

Mr. George advised at the March 11, 2014 Town Council meeting the Council requested the Recreation Committee consider a request by a citizen to reopen the road along the Staunton River at English Park. The Recreation Committee met on Monday, March 17th and this request was on the agenda. After discussion and consideration of the request, the unanimous recommendation of the committee is to keep the road closed to vehicle traffic. He listed the reasons for the recommendation to keep the road closed to vehicle traffic as follows:

1. Pedestrian and child safety;
2. Only part of the park closed to vehicles;
3. Logistics to open and close the road at specified times is too labor intensive for town staff;
4. Confusion over when the road is to be open and/or closed;
5. Access to the river views and picnic tables for those unable to walk to the middle section of the road is available at other accessible locations in the park.

Mr. George referred to the tennis courts on Bedford Avenue stating the the court is in bad need of repair and also requested that it be striped for Pickleball. He noted it has been requested of Public Works to give an estimate of how much it would cost for the repairs.

Mayor Mattox asked that Shuffleboard be considered too and referred these matters to the Public Works Committee.

9. New Business

a) Special Event Request—Altavista Fire Company

Mr. Coggsdale advised the Town was approached by Mr. John Tucker with the Altavista Fire Company in regard to holding a special event at the Booker Building as a fundraiser for the department on Saturday, October 4, 2014. This event would be an outdoor concert utilizing the Booker Building's covered outdoor stage and the immediate area around the Booker Building. The event would be from 7:00 p.m. to 11:00 p.m. and a crowd of over 1,000 is estimated. The Town's Booker Building Rental Policy states that any rental that extends beyond the rental period of 10:00 p.m. requires approval by the Town Manager or his designee and requires off duty law enforcement to be present throughout the event time. In addition, the policy states that a Security Deposit in the amount of \$250.00 be paid, with this being refunded upon confirmation from Public Works and Police Department staff that the rental and cleaning checklists were in accordance with the rental agreement. A \$25.00 non-refundable utility fee is charged for all rentals. The Altavista Fire Company is listed as an organization that is exempt from the rental fee once per ninety day period, as long as the rental does not exceed two days. While alcohol sales are permitted in regard to the Booker Building rental, under certain guidelines, this only applies to inside the building. Accordingly, approval is needed from the Altavista Town Council to have alcohol sales outside of the Booker Building during this event.

Services/Actions Requested:

Use of Booker Building for all day on Saturday, October 4, 2014 (includes set up and clean up periods)

Allowance of alcohol sales from 7:00 – 10:00 p.m. in the event area boundary (as identified on map)

Use of electrical service for band and potential food vendor(s).

Use of town's rear loading trash truck, for clean up.

Possible Conditions:

Organizer to provide ABC Permit for alcohol sales by September 5, 2014

Organizer to provide certificate of insurance naming TOA as additional insured by September 5, 2014

Organizer to submit the Security Deposit (\$250.00) and the Utility Fee (\$25.00) at time of filing the Booker Building Rental Agreement application.

Mr. George left the Chamber at 7:45 p.m.

A motion was made by Mr. Emerson, seconded by Mr. Edwards, to allowed the Altavista Fire Company to utilize the outside area of the Booker Building as identified on the submittal for an outdoor concert to be held on October 4, 2014 and that alcohol sales be permitted in the designated area with the event be allowed to extend beyond the normal Booker Building rental period of 10:00 p.m. once all conditions as outlined are met.

Mrs. Dalton asked if there has been any events schedule similar to this with alcohol in the prescribed area.

Mr. Coggsdale stated the Uncle Billy's Day festivities are similar although it is not an entrance pay event. The beer garden for UBD is in a confined area where this will cover the entire specified area.

Chief Walsh advised he had spoken to Mr. John Tucker, Altavista Fire Company, and they will be meeting to discuss an operations plan for the event in addition to the coordinating with Alcohol Beverage Control.

Mr. George returned to the Chamber at 7:47 p.m.

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Motion carried:

| | | |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox | Yes |
| | Mrs. Beverley Dalton | Yes |
| | Mr. Charles Edwards | Yes |
| | Mr. Tracy Emerson | Yes |
| | Mr. Bill Ferguson | Yes |
| | Mr. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |

b) First Reading of the Proposed FY2015 Budget & Capital Improvement Plan (CIP)

Mayor Mattox advised Mr. George had requested some time before addressing the First Reading of the proposed FY2015 Budget and Capital Improvement Plan.

Mr. George addressed Council in regards to the consideration of reducing the Town's real estate tax rate. He noted again this year the Town has a substantial surplus of \$612,000 with the average of \$488, 000 per year over the past five years. This figure doesn't include 2012 when Council elected to pay off over \$1 million in Fire Department and Utility debt. He felt it was prudent to have reserves but also felt Council could afford a tax break to the citizens of the Town of Altavista. He suggested lowering the tax rate by 10%; 14.5% as opposed to 16%. This would cost the Town \$42,656 a year.

A motion was made by Mr. George, seconded by Mr. Emerson, to reduce the real estate tax rate to 14.5%.

Mr. Edwards stated he would love to support this reduction in taxes but can't at this time due to the sufficient expenditures facing the Town. He noted a financial consultant is in the process of gathering numbers for these projects and felt the machinery and tools tax is more in line in comparison to other localities surveyed than the real estate tax. He felt the message to potential parties interested in economic development in Altavista would be stronger if there was a reduction in the machinery and tools tax. He stated he was not ready to advocate any reduction in taxes at this time and felt a reduction in machinery and tools would be a better route when Council decides to move forward.

Mrs. Dalton offered opposition as well stating the Finance Committee is grabbling with the funding of the water line upgrades in the \$10 million range and has been looking at how to finance these projects in the next several years. She noted they have been adjusting water and sewer rates so that operations would fund itself and to build the pot of reserves to take on debt services. She stated Mr. George's proposal is a small amount of money but felt good planning looks at the long view. She also felt tax rate changes need to go through long term planning and through the Committee process.

Mr. Edwards offered a substitute motion that a committee be formed or the Finance Committee including Mr. George take a long look at this and incorporate what the financial planner has to offer. Look at the possibility of reducing tax rates in all areas, real estate, machinery and tools and personal property.

Mrs. Dalton stated she would second the substitute motion.

Mayor Mattox stated Council has worked hard for the last ten to twelve years with the ultimate goal of making Altavista a great place to live and building up a reserve during this time. He stated this is not a lot of money but it is money that might help some of the Town's citizens; showing Altavista cares for the people that put them there. Mayor Mattox stated he would support Mr. George's motion.

Mr. George noted the amount proposed is 8% of the working budget over the past six years.

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Mr. Higginbotham stated he respected Mr. Edwards' and Mrs. Dalton's comments and Council is looking at \$10 million in projects; he noted he has tried to get a reduction in taxes since he has been on Council. This has never happened but Council has consistently given salary increases and feels this needs to be considered when budgeting.

Mr. Edwards reiterated his motion is to appoint a Committee, whether Finance or other, to take a couple of months absorbing this topic with the financial advisors option included and report back to Council for next year's budget (FY2016).

Mayor Mattox stated he sees the value in Mr. Edwards's motion but also sees the value in lowering taxes for the upcoming year.

Mr. Higginbotham asked that Mr. Edwards's motion be considered for the FY2015 budget.

Mr. George's motion was deferred to the June Council meeting when the FY2015 proposed budget is adopted pending further research.

Motion carried:

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|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox | Yes |
| | Mrs. Beverley Dalton | Yes |
| | Mr. Charles Edwards | Yes |
| | Mr. Tracy Emerson | Yes |
| | Mr. Bill Ferguson | Yes |
| | Mr. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |

Mr. Coggsdale advised prior to holding a public hearing on the FY2015 Budget and Capital Improvement Plan (CIP), Council is required to conduct a *"First Reading"* of the proposed budget. The FY2015 proposed budget covers the period of July 1, 2014 through June 30, 2015 and includes expenditures of \$6,429,050. It is projected that the Town will collect revenue in the amount of \$7,436,400, a surplus of \$917,350 which will be transferred to various reserves. The FY2015 budget is based on no increases to the tax rates. The water and sewer rates will see a five percent (5%) increase in FY2015, based on the proposed budget. The PPTRA resolution indicates that personal property relief is included in the budget; the actual percentage should be available from the Campbell County Commissioner of Revenue prior to the public hearing.

The FY2015 – 2019 Capital Improvement Plan (CIP) for the next five years totals \$4,187,900 in expenditures. The proposed items in the CIP for FY2015 total \$750,000 in expenditures with revenue coming from a variety of sources. The adoption of the budget and Capital Improvement Plan (CIP) only appropriates the funds for the first year (FY2015) of the Capital Improvement Plan, the remaining four years (FY2016 – 2019) are for informational and planning purposes only.

Mr. Coggsdale added following discussion by Council, staff will be seeking authorization to schedule a public hearing on the proposed Fiscal Year 2015 Budget and Fiscal Year 2015-2019 Capital Improvement Plan for Tuesday, May 13, 2014 at 7:00 p.m. It is anticipated that adoption of the budget will be considered at the June 10, 2014 Town Council meeting.

A motion was made by Mrs. Dalton, seconded by Mr. Edwards, to schedule a public hearing on the proposed Fiscal Year 2015 Budget and Fiscal Year 2015-2019 Capital Improvement Plan for Tuesday, May 13, 2014 at 7:00 p.m.

Motion carried:

| | | |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox | Yes |
| | Mrs. Beverley Dalton | Yes |
| | Mr. Charles Edwards | Yes |

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| | |
|----------------------|-----|
| Mr. Tracy Emerson | Yes |
| Mr. Bill Ferguson | Yes |
| Mr. Timothy George | Yes |
| Mr. Jay Higginbotham | Yes |

c) 805 14th Street

Mr. John Eller, Town Attorney, addressed Council in regards to property at 805 14th Street which was last owned by Clinton and Jeanette Stepney who are deceased. Mr. Eller advised of the process for contacting the family members and demolition of the property as it is deemed as a blighted and potentially dangerous structure. He noted he has contacted Habitat for Humanity in regards to their interest in the site for a Habitat home; they expressed interest but never agreed to accept the property. He feels they were waiting for the owners to be determined.

Mr. Higginbotham questioned if the property has tax liens.

Mr. Eller answered affirmatively.

Mr. Higginbotham questioned Mr. Eller's conversation with the power of Attorneys.

Mr. Eller responded the power of attorney that he spoke with indicated they would be willing to donate their mother's share of 1/10 to Habitat for Humanity.

Mayor Mattox stated if he was a neighbor there, he would want the house removed and felt Council needed to move on this.

A motion was made by Mr. Emerson, seconded by Mr. Edwards, to tear the house down and to move forward with Mr. Eller's recommendation.

Mr. Eller stated under Section 21-1, the Town is to notify the owners of a problem with the property and if they will not rectify the problem, then the Town can handle. Mr. Eller explained the process as notice letters are to be sent to the Power of Attorneys for the two living heirs and this notice will be published twice in the *Altavista Journal*. In the absence of objection, at the expiration of 30 days from the second publication in the newspaper, the house can be demolished.

Mr. Higginbotham suggested tearing the house down to the foundation and cleaning that for use by Habitat for Humanity.

Mayor Mattox suggested having the Town Attorney contact Mr. David Shreve to see if they are interested in the foundation or if it should be torn down.

Mr. Eller stated once staff has gotten to the point of actually demolishing the building, then to what degree can be determined.

Mayor Mattox stated if this becomes a safety hazard; a chance a child could fall into it, breeding mosquitoes etc, everything should be removed.

Motion carried:

| | | |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox | Yes |
| | Mrs. Beverley Dalton | Yes |
| | Mr. Charles Edwards | Yes |
| | Mr. Tracy Emerson | Yes |
| | Mr. Bill Ferguson | Yes |
| | Mr. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |

10. Unfinished Business

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a) Potential Work Session—WWTP PCB Remediation

Mayor Mattox asked if Council was interested in pursuing a PCB work session.

Mr. George asked who would come educate Council.

Mayor Mattox stated that would be Council's decision. This would be an opportunity to review the information received from Dr. Sowers and Dr. Licht and see if anyone would like to come down and present some ideas.

Mrs. Dalton suggested this item be forwarded to the Public Works Committee for review.

11. Manager's Report

a) Project Updates

VDOT Enhancement Project and Downtown Utility Replacement Project and Pittsylvania Avenue Intersection Project

- Paving of 7th Street should be completed by Friday, April 4, 2014
- Punch list items are being addressed.

Bedford Avenue Waterline Replacement Project

- Engineer met with new Public Works Director and Town Manager to review the project plans.
- Bid process estimated for May 2014

b) Other Items as Necessary

Mr. Coggsdale advised of a letter he received from Mr. Clifton Tweedy, Deputy County Administrator with Campbell County, in regards to the Water Tank located adjacent to Wal-Mart. He noted the Board of Supervisors voted to transfer the water storage tank to the Town of Altavista and provide up to \$40,000 towards maintenance or demolition cost if incurred within the next 18 months. Mr. Tweedy also noted the Board of Supervisors is scheduling a public hearing for their May 6th, 2014 meeting to declare the tank surplus.

Mayor Mattox felt obtaining possession of the water tank was a win win for both the Town and the County.

Mr. Edwards asked if possession of the water tank could curtail some of the overtime at the Water Department. He also asked that the feasibility of another water tank be looked at.

c) Informational Items

12. Matters from Town Council

Mayor Mattox asked staff to look at a large stump located at the entrance of Lakewood Subdivision and determine who it belongs to and the possibility of it being removed.

13. Closed Session

I move that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950, as amended,

Section 2.2-3711 (A)(1) Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance,

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demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body (Recreation Committee & BZA Appointment)

Section 2.2-3711 (A)(7) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provisions of legal advice by such counsel.

A motion was made by Mrs. Dalton and seconded by Mr. Ferguson.

Motion carried:

| | | |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox | Yes |
| | Mrs. Beverley Dalton | Yes |
| | Mr. Charles Edwards | Yes |
| | Mr. Tracy Emerson | Yes |
| | Mr. Bill Ferguson | Yes |
| | Mr. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |

Council went into closed session at 8:30 P.M.

Notice was given that council was back in regular session 9:45 P.M.

FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the town council hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

Motion carried:

| | | |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox | Yes |
| | Mrs. Beverley Dalton | Yes |
| | Mr. Charles Edwards | Yes |
| | Mr. Tracy Emerson | Yes |
| | Mr. Bill Ferguson | Yes |
| | Mr. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |

A motion was made by Mr. Edwards, seconded by Mr. Emerson, to appoint Ms. Tanya Overbey to the Recreation Committee for a three year term, ending March 31, 2017.

Motion carried:

| | | |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox | Yes |
| | Mrs. Beverley Dalton | Yes |
| | Mr. Charles Edwards | Yes |
| | Mr. Tracy Emerson | Yes |
| | Mr. Bill Ferguson | Yes |
| | Mr. Timothy George | Yes |

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Mr. Jay Higginbotham

Yes

Mayor Mattox asked if there was anything else to bring before Council.

The meeting was adjourned at 9:47.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk